

# Monroe County Early Intervention Program

## OSC Admin. Agenda

April 3<sup>rd</sup>, 2012

### Review of Minutes/Roundtable Sharing and Announcements

- RCN has new director..Norene Boje, starting 4/28. She will be co-directing with Marsh through May.
- Kathy Holly will be out on medical leave for about 6 weeks. Chrissy had her baby, and will also be out. Contact Marci levy for simple SC issues or Cindy Toleman for adm. issues. Tracy will be attending the May meeting.

### Follow Up On Action Items from previous meeting- no action items noted.

### Agenda

- Tracking referrals- 36 to CAFL, 68 to CFC, 95 to FRC, 19 to RCN, and 2 to SKIP for the period January through March 2012. Everyone but CFC is full.
- Provider Updates
  - BOCES 1 and 2 have changes in group ratios approved for preschool. Now 8:1:2 and 12:1:3. Focus from State is on more support in classroom, less 1:1 aides. Both programs are still accepting new children, but are waiting to hear about rates. May decided not to provide preschool. B1 moved St. James classroom to Ivan Green School before summer session. Have parents contact Cathy Dewey-Napier for placement in B2. **Action:** Ann Marie to ask for info from both in writing.
  - Any need for new provider? SW- no; SLP-yes. CAFL has PT in Henrietta, Westside, and limited on east side; also OT and Parent-Child group on the west side.
- Child & Family Outcomes-more info needed; names have been faxed to supervisors. Please respond asap.
- Budget Update – nothing is official until the Governor signs. The arms length issue and requirement to have providers register with insurers was not approved. The fiscal agent may have been approved, but no details right now. There is no new info on SC rates. Nancy suggested sending a joint statement from OSC agencies to Brad, copying Brenda. Will Western Alliance help? Use parents as advocates. Any sense that the letters had an impact? 2 County legislators did contact Ann Marie and Robin Hooper respectively. One legislator was asked to come to LEICC meeting to explain their role. Per a former aide to Schumer, offices pay attention any time there is 3 phone calls from the same person, or 1000 letters on an issue. Should we send a thank you to those who voted no to issues? Good idea.
- Policy changes/updates & reminders-
  - NYEIS- Respite: Respite hours need to reflect the total number of hours/ IFSP period vs. hours/month.

NYEIS- Transportation: OSC's need to fill in everything except total cost. (EIODs to do) Sample screen from NYEIS to be available to remind OPSCs at the next Quarterly meeting. OSC should ask parent if they will ever pick up. If they might, a number of one way trips need to be entered for both vendor and parent if parent wants reimbursement. If they decline, it should be noted in the IFSP Comments section. Written guidance will be forthcoming, but supers should discuss with staff now.

NYEIS- Total # of clinical hours appropriate per day for *Autism teams*. (change on IFSP from 3 to 8) due to billing violations that require EI/OD involvement because providers cannot bill for team meetings. Please forward the narrative of the autism programs to the EI/OD.

NYEIS- Supplemental evals must be attached to the IFSP in order to be viewed.

NYEIS- Supplemental evals- Q: After the EI/OD rejects or accepts whose responsibility is it to follow up re: if services need to be changed as a result of the supplemental? A: all agreed it is the OSC. Related questions...how is your staff tracking the need for a service? Hard copy of eval. for EI/OD is no longer needed; they can reference attachment in NYEIS. So, can email EI/OD with idea for service after looking at area of need and whether current team can address or new service, but follow-up with phone call. ("emails are efficient, but not sufficient" per Nancy ☺) OSCs should document follow-up even if no new services are recommended. Consider co-treats, and new expressed parental outcome if new service is added, even if same team member adds it to their responsibilities.

NYEIS- Cloning IFSPs: Remind OSC to edit data (was there a meeting or not? program reviews instead of evaluations, meeting attendees need to change, etc.) when cloning IFSPs. And to make sure that information is put in the IFSP Comments section. See or notes from OSC Quarterly for complete list of info needed. OSC IFSP Process and Tasks will be updated to include this if it has not been done as yet.

Clarification regarding role of SC and preschool evaluations – City school district has been told that it is not the job of the OSC to arrange for a preschool eval if the parent missed the first appointment. This is happening around the county as OSCs offer to try to get new eval scheduled if the parent was not able to keep first appointment with eval team, especially for children with multiple needs that will lose services.

- RCSD- updated letter from Beth Grier Leva – **Action:** Ann Marie will send a revised letter out. The district has the right to verify residency and that the person at the meeting is the parent, so picture ID and birth certificate or vital statistics form or guardianship documentation is needed along with proof of residency. After much discussion it was agreed that the OSC would start the discussion about these requirements earlier. A letter will be developed to give to the parent "warning" them of the consequences of not following through and the needed documentation for the City School district. Does not seem to be a problem in other districts. The RCSD has had a suggestion from SED saying that if the parent does not verify parenthood and residency, a surrogate would be appointed at the meeting. SED has sort of backed off this position.
- OSC Quarterly- Susie Nettleton will be in the beginning for 15 min. The focus on documentation... See notes from February and March minutes for details as to who is responsible for different aspects. After much discussion, Ann Marie asked Supervisors to send information they have already collected and also what they perceive the need is for their staff. **(Action)** Kathy and Chrissy no longer available. Use county and state guidance documents.

**Next Meeting:** Tuesday, May 8<sup>th</sup>, 2012 @ SKIP of New York, 50 Vantage Point Dr., Suite 4, Rochester, NY 14624